

FBI Friction Ridge Discipline Laboratory Reports, Reviews, and Retained Records

1 Scope

These procedures apply to personnel who prepare, review, or issue FBI *Laboratory Reports* and/or generate case records in the friction ridge discipline. For alternate reporting methods, refer to the FBI Friction Ridge Discipline Quality Assurance Manual, Alternate Methods of Communicating Results and the FBI Laboratory Operations Manual, Practices for Providing Investigative Lead, Intelligence, or Information Products.

2 Laboratory Report Content and Format

2.1 Report Style and Format

Terms, Methods, Limitations, and Interpretations will be combined into a single section with associated references immediately following. The section may be included in the body of the report or as an appendix. If applicable, there will be a statement in the report referring to the appendix. The Department of Justice Uniform Language for Testimony and Reports for the Forensic Latent Print Discipline will be included as a reference in the report.

When a request for an examination that is conducted within the FBI Laboratory Friction Ridge Discipline is received, but the examination is not conducted, an examiner will include a detailed explanation in a paragraph immediately following the listing of evidence, the results of examinations section, or in the remarks section that describes why the requested examination(s) was not conducted.

3 Communicating Expedited Results

Personnel may provide results regarding processing outcomes, analysis, exclusion, identification, and both inconclusive decisions to a contributor prior to the completion of the technical review and issuance of a *Laboratory Report*. All prints must be appropriately verified or blind verified as described in the FBI Friction Ridge Discipline Quality Assurance Manual, Procedures for Verification and Blind Verification prior to dissemination. When communicating the expedited results, the employee will follow the appropriate sections in the FBI Laboratory Operations Manual, Practices for Preparing, Reviewing, and Issuing Laboratory Reports and Retaining Records for Legacy Cases and/or FBI Laboratory Operations Manual, Practices for Preparing, Reviewing, and Issuing Laboratory Reports and Retaining Records in Forensic Advantage.

4 Technical and Administrative Reviews

4.1 Technical Review

4.1.1 A Technical Reviewer must have training in conducting a technical review, have casework experience following qualification, and be authorized to conduct technical reviews. The Technical Reviewer must not have processed evidence nor performed comparisons in the case being reviewed, with the exception of verifications; blind verifications; Analysis, Comparison, and Evaluation checks; processing checks; or Supervisor reviews. Technical reviewers who do not complete a proficiency test covering a tasking they review will be monitored via case audits.

4.1.2 With the exception of circumstances described in Section 3 all examination results must be technically reviewed prior to issuance. In addition to the requirements listed in the FBI Laboratory Operations Manual, this review will determine if:

- All requests have been addressed.
- All reported prints meeting the requirements in the FBI Friction Ridge Discipline Quality Assurance Manual, Procedures for Verification and Blind Verification have been appropriately verified or blind verified and recorded.

4.2 Administrative Review

4.2.1 With the exception of circumstances described in Section 3, all examination results must be administratively reviewed prior to issuance. The Administrative Reviewer will have training in conducting an administrative review and be authorized to conduct administrative reviews. The Administrative Reviewer must not have processed the evidence nor performed comparisons in the case being reviewed, with the exception of verifications; blind verifications; Analysis, Comparison, and Evaluation checks; processing checks; or Supervisor reviews.

4.2.2 The review will determine if the administrative and examination records conform to the appropriate requirements as listed in the FBI Laboratory Quality Assurance Manual, FBI Laboratory Operations Manual, the FBI Friction Ridge Discipline Operations Manual, and the FBI Friction Ridge Discipline Quality Assurance Manual. In addition, the Administrative Reviewer will confirm the accuracy of the report content based on the supporting records.

4.2.2.1 A separate review of the classification markings may be conducted by personnel trained in classification and will be noted in Forensic Advantage.

5 Retaining Supporting Records

Disseminated results and supporting records, either originals or copies, will be retained in the appropriate physical storage area (e.g., FBI Laboratory file room), the Multi Biometric Identification System (MBIS) server of the Next Generation Identification System, Sentinel, digital imaging retention system and/or Forensic Advantage. The term “annotated” in regards to

images refers to Analysis, Comparison, and Evaluation notations on or associated with an image. Any other markings are not considered annotations. Throughout the document, "1A" will refer to not only to a *Supporting Documentation Envelope* (7-251), but also to 1C file (for records too large for a 1A) or an electronic 1A in Sentinel.

5.1 Physical Records

Physical supporting records are not individually serialized and will be retained in a 1A and kept in the appropriate physical storage area (e.g., FBI Laboratory file room).

5.1.1 Prior to issuing a Terrorist Explosive Device Analytical Center response to an official request or investigation which involved casework performed prior to accreditation, an examiner may be unable to locate portions of the case record (e.g., case notes) due to factors such as migration of files and examinations of large numbers of records. If the examiner is able to locate a copy or duplicate version of the record, the record will be added to the file with clear indication that it is a copy and the action taken noted in the case notes. If the record is unable to be recreated, the examiner will note specifically in the current record what is missing. In situations where a record item is missing, and it does not impede the requested technical examination, the examiner may still conduct examinations and issue a report or expedited result(s). When, or if, the record(s) are found at a later date, they will be added to the case record and a notation will be placed in the record addressing their return.

5.1.2 Compact disks containing images of prints captured during examination of Terrorist Explosive Device Analytical Center evidence item(s) in the field are submitted to the FBI Laboratory intended for examination in conjunction with the original evidence.

5.1.2.1 Depending on the time frame, many legacy cases processed by the forward-deployed Department of Defense Laboratories contained disks that were intended to be tracked either on the chain of custody or in the Explosives Reference Tool database. The disks were retained in FBI space; however, the tracking of the disks is often unreliable, as they were often treated as part of the case documentation rather than as evidence. As these disks contain images associated with a specific incident, if the examiner wishes to use the images in casework, the examiner will first verify that the images are associated with the case in question. The disks will not be considered evidence but will be designated as an examination record when in a 1A.

5.1.2.2 Any disks contained within current cases (non-legacy) will be tracked as an item of evidence through Forensic Advantage chain of custody.

5.2 Next Generation Identification System and/or Digital Imaging Records

Electronic supporting records generated within the Next Generation Identification System or an appropriate digital image retention system will be retained within those systems and are considered part of the case record. For the Next Generation Identification System, only those records contained on the MorphoBis server and the biographic search transaction history are considered part of the case record. The systems track the actions of individuals based on

password protected electronic access. Records for all systems will be easily associated with a case or will have a notation in the case record providing direction to the records. Digital records retained on media (e.g., disk) will be retained in the physical 1A.

5.3 Forensic Advantage Records and Sentinel

Electronic supporting records generated within Forensic Advantage will be retained in that system. The contents of the Forensic Advantage electronic records will be uploaded to Sentinel, as appropriate.

5.4 Administrative and Examination Records

5.4.1 All case-related records that support the results and/or conclusions are considered examination records. All other records are administrative.

5.4.2 Physical examination records, with the exception of images of friction ridge prints and digital media, will be numbered consecutively to account for the entirety of each record type within the case record (i.e., page __). Only the first page of the examination records must be numbered to account for the totality of the pages (i.e., page __ of __).

5.4.3 All physically retained administrative and/or examination records will be accounted for on the 1A. Electronic records are accounted for in Sentinel or the case record, as appropriate.

5.4.4 All case-related notations on the reverse side of photographs of friction ridge prints will be considered examination records and will be numbered consecutively. This will not apply to photographs which had notations prior to the requirement.

5.4.5 Administrative Records

In addition to Laboratory administrative records, hardcopy or digital administrative records (original or copies) may include, as appropriate:

- a. Non-annotated images of friction ridge prints
- b. Object shots or any reproductions not used for an examination
- c. Negatives, including those containing friction ridge prints
- d. Photographic requests (e.g. Photographic Requisition (7-230), database screen printout), when retained by Friction Ridge Discipline.
- e. Hazardous Evidence Analysis Team Latent Print Photography Checklist
- f. Notification records

- g. Digital media not containing annotated friction ridge prints
- h. Check-in notes.

5.4.6 Examination Records

In addition to Laboratory examination records, hardcopy or digital examination records (original or copies) may include, as appropriate:

- a. Case notes (to include tracked changes)
- b. Annotated images of friction ridge prints
- c. Next Generation Identification screenshots (required for annotated images but optional for information (e.g., search parameters) captured elsewhere)
- d. Photocopies of evidence when the photocopy is used for examination (e.g., intentionally recorded friction ridge prints)
- e. Records from discussions or consultations of examinations (e.g., enlargements, narrative, Consensus Panel Reports with attachments)
- f. Digital media containing annotated friction ridge prints.

5.4.7 Intentionally Recorded Prints Received in the Laboratory

Intentionally recorded friction ridge records (either standard or non-standard) can be received directly from an outside contributor or can be obtained through the Intelligence Unit or the Criminal Justice Information Services Division (to include the Next Generation Identification System).

5.4.7.1 Intentionally recorded friction ridge records are treated as evidence if submitted directly from an outside contributor. Any copies (hardcopy or digital) of these records will be treated as examination records.

5.4.7.2 Any intentionally recorded friction ridge records that are obtained through the Criminal Justice Information Services Division or the Intelligence Unit are treated as examination records.

5.4.7.3 Retention of Submitted Intentionally Recorded Prints or Forwarding of Prints to the Criminal Justice Information Services Division

Any submitted hardcopy intentionally recorded prints received in the Latent Print Operations Unit, Latent Print Support Unit or Scientific and Biometrics Analysis Unit may be retained.

Digital or hardcopy intentionally recorded prints received in these units may be submitted to the Criminal Justice Information Services Division.

5.4.7.3.1 For retained hardcopy records, the individual will record the consent from the appropriate entity (e.g., contributor, Evidence Management Unit, Intelligence Unit) in the Communication Log when necessary. The case record will include a notation that the item is no longer evidence and the prints will become examination records.

5.4.7.3.2 For records submitted to the Criminal Justice Information Services Division, the individual will record the consent from the appropriate entity (e.g., contributor, Evidence Management Unit, Intelligence Unit) in the Communication Log when necessary. The Universal Control Number will be provided to the contributor for submitted records, as appropriate.

5.5 Electronic Evidence

Electronic evidence will not be returned to the contributor. Copies of the images will be retained as appropriate and are not considered evidence. Media containing digital images of friction ridge prints submitted to the Laboratory is considered physical evidence, except as noted in Section 5.1.2.

5.6 Laboratory Report

Employees will ensure that the serial number of the report appears on the physical 1A, when appropriate, prior to the 1A being placed in the appropriate storage area (e.g., FBI Laboratory file room).

6 Records

The following records will be generated and/or retained as appropriate:

- Record of review(s).
- Retained supporting records and disseminated results.

7 References

The Department of Justice Uniform Language for Testimony and Reports for the Forensic Latent Print Discipline, Department of Justice. Latest revision.

FBI Laboratory Quality Assurance Manual. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Laboratory Operations Manual. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Laboratory Friction Ridge Discipline Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Laboratory Friction Ridge Discipline Quality Assurance Manual, Alternate Methods of Communicating Results. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Laboratory Friction Ridge Discipline Quality Assurance Manual, Procedures for Verification and Blind Verification. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

Rev. #	Issue Date	History
4	07/25/18	Minor wording changes throughout document. Section 3.1, added “terms” and inclusion of reference. Section 3.2 removed. Clarified technical and administrative reviewer allowances. Clarified d and g and deleted h in Section 6.4.1. Clarified c, d, e and f in Section 6.4.2. Clarified Section 6.5. Clarified Section 7.
5	04/01/21	Replace Latent Print Units with Friction Ridge Discipline. Minor wording changes or additions. Remove Section 1 and renumbered. Updated Section 1 for correct title. Section 2.1, removed summary allowance as well as Appendix A. Section 3, added processing outcomes. Section 4.1.1, added authorization and addressed non-proficiency tested reviewers. Section 4.2.1, added authorization. Section 5, consolidated opening sentences in first paragraph. Section 5.1, moved last sentence to Section 5 and updated. Section 5.1.1, added expedited results. Split Section 5.1.2 into individual Sections 5.1.2 and Section 5.1.2.1 with some clarification and added Section 5.1.2.2. Section 5.4, paragraphs given Section numbers and renumbered remaining as well as last paragraph incorporated into Section 5.4.7. Section 5.4.5, updated title for e. Section 5.4.6, removed g and created Section 5.4.7 and associated Sections. Section 6, consolidated bullets two and three.

Approval

Redacted - Signatures on File

Friction Ridge Discipline
Technical Leader

Date: 03/31/2021

Acting Latent Print Operations
Unit Chief

Date: 03/31/2021

Latent Print Support Unit Chief

Date: 03/31/2021

Scientific and Biometrics
Analysis Unit Chief

Date: 03/31/2021

QA Approval

Quality Manager

ate: 03/31/2021